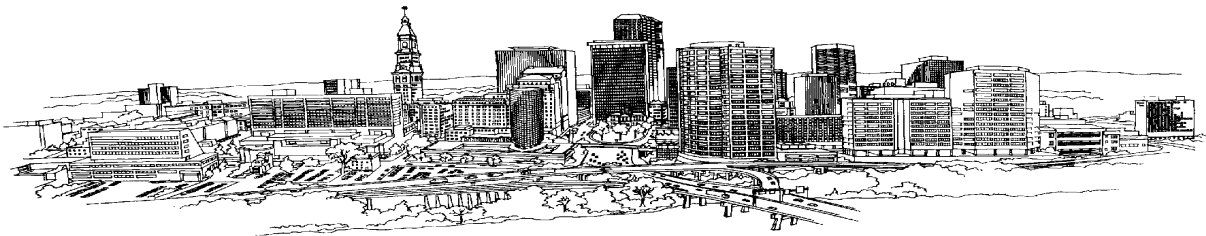


City of Hartford

SMARTSTREAM



**BUDGET ADVICE
ENTRY**

MANUAL

January 22, 2001

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BUDGET ADVICE ENTRY

Entering Budget Advice Journals

Budget advice journals may be entered at the department level, subject to approval by Department Managers, Budget Director, Finance Director, City Manager and City Controller. The purpose of a budget advice journal is to move budgeted dollars into an account within a department that requires additional funds. Budget Advice journals may be entered up until the end of the third quarter. It is important to understand how a journal entry will relate to your available funds. When entering a dollar amount in the debit column, you are adding to your available funds. When entering a dollar amount in the credit column you are subtracting from your available funds.

DEBIT = ADD
CREDIT = SUBTRACT

Activity Windows
File Edit Options Settings Window Help

Unposted Journals - 1001, 111BA, 01/31/2001, 0

Main View

Entity: **1001** Journal ID: **111BA** Effective Date: **01/31/2001** Seq: **0**

Suspense Seq: **0** Description: **Budget Advice**

Journal Type: **General** Accrual Reversal Options: **No Reversal**

Journal Status: **Unedited** Number of Periods Ahead: **0**

Balance Status: **Unbalanced** Reverse On: **Last Day of Period**

Dist Entity: Reversal Date:

ne	Entity	Center	Account	Function	BUDADJ Debit	BUDADJ Credit	User Field 1
1	1001	111A001	5301001		5,000.00	0.00	
2	1001	111A001	5101001		0.00	5,000.00	

Ready Zoom Available

Step Action

1. Access the Unposted Journal window from your Desktop.
2. Enter the Entity for the budget advice journal, which is the fund.
3. Click on the Actions icon and select Templates>Create Journal Using Template.
4. In the template key row, enter your department's fixed journal ID, according to the following format: <3 digit department number>"BA". For example 111BA is the journal ID for department 111.
5. Tab to the Seq field and enter 0.
6. Override the Effective Date in the second row with the current date.

Note: Ensure that Effective Date is in the correct fiscal year.

	Entity:	Journal ID:	Effective Date:	Seq:
Template Key:	1001	111BA		0
Journal Key:	1001	111BA	12/6/2000	0

OK Cancel Help

7. Click on OK.

The system should populate the description field with "Budget Advice" and the default amount class should read "BUDADJ".

If this is not the case, do not continue processing the journal.

8. Move the cursor to the Center field using the mouse and enter the Cost Center for the account you are transferring TO.
9. Tab to the account field and enter 5.
10. Click on the Actions icon and select Accounting Key>Accounting Key Browse. This will display all valid expense account distributions for the cost center.

- | Step | Action |
|------|---|
| 11. | Select the appropriate expense account distribution for the account you are transferring TO. This is the account that will be receiving additional funds. |
| 12. | Tab to the BUDADJ Debit field to enter the dollar amount that should be added to the expense account. |
| 13. | Press the Enter key to add another line to the journal. |
| 14. | Move the cursor to the Center field using the mouse and enter the Cost Center for the account you are transferring FROM. |
| 15. | Tab to the account field and enter 5. |
| 16. | Click on the Actions icon and select Accounting Key>Accounting Key Browse. This will display all valid expense account distributions for the cost center. |
| 17. | Select the appropriate expense account distribution for the account you are transferring FROM. This is the account whose funds will be reduced by the transaction. |
| 18. | Tab to the BUDADJ Credit field to enter the dollar amount that should be subtracted from the expense account budget. |
| 19. | If necessary, press enter to add additional lines to the journal and repeat the above steps |
| 20. | Click on the Views icon and select Journal Notes. |
| 21. | Enter the reason for the moving of funds. |
| 22. | Click on the Views icon and select Main View. |
| 23. | To ensure that the journal is in balance, click on the Balance Journal icon. The system will return a message whether or not the journal is in balance. If the journal is not in balance, review the lines of the journal to make the necessary corrections, either by adding another line to the journal, or replacing a debit or credit amount. |
| 24. | Save the journal by clicking on the Save Icon. The Journal Type should read "General", the Journal Status should read "Pending Approval", and the Balance Status should read "In Balance". The journal will then be routed to the first approver. |

Checking Approval Status of a Budget Advice

Activity Windows

File Edit Options Settings Window Help

Unposted Journal Approval Status - [Untitled]

Entity: Journal ID: Effective Date: Seq:

Level	Type	Approver	Approver Name	Status	Actual Approver	Approve/Reject Date	Comments
10	Workgroup	111SIGNATURE	111SIGNATURE	Pending			
20	Workgroup	CityBudgetDirector	CityBudgetDirector	Not Notified			
30	Workgroup	FinanceDirector	Finance Director	Not Notified			
40	Workgroup	CityManagerApproval	City Manager	Not Notified			
50	User	vgagliar	Victor Gagliardi	Not Notified			

Level: Type:

Approver:

Current Status:

New Status:

Comments:

Step Action

1. Open the Unposted Journal Approval Status activity from your desktop.
2. Enter the Entity, Journal ID, Effective Date and Seq for the budget advice journal, or select File>Open to search for the budget advice.
3. The system will display the list of approvers for the journal, and whether or not the journal has been approved, or if the approver has been notified.

Reviewing Rejected Budget Advices

Activity Windows

File Edit Options Settings Window Help


Unposted Journal Approval Status - 1001, 111BA, 12/06/2000, 0, 0, N, 10, Workgroup, 111SIGNATURE

Entity: Journal ID: Effective Date: Seq:

Level	Type	Approver	Approver Name	Status	Actual Approver	Approve/Reject Date	Comments
10	Workgroup	111SIGNATURE	111SIGNATURE	Rejected	kspurgeo	12/06/2000	✓
20	Workgroup	CityBudgetDirector	CityBudgetDirector	Not Notified			
30	Workgroup	FinanceDirector	Finance Director	Not Notified			
40	Workgroup	CityManagerApproval	City Manager	Not Notified			
50	User	vgagliar	Victor Gagliardi	Not Notified			

Level: Type: Current Status: Rejected

Approver: New Status:

111SIGNATURE Comments: 

Step Action

1. Open your personal to-do list and double click on the message – Review Rejected Journals. The Unposted Journals window will launch.
2. Click on the Actions icon and select Review Approval Status.
3. Click on the line with the rejected status.
4. Click on the Comments icon to display any comments regarding why the journal was rejected.
5. Close the window.
6. Depending on the reason for the rejection, either change the journal or click on File>Delete to delete the journal. If the journal is changed and resaved, it will re-enter the approval workflow from the beginning.